



## ***Appointment of Visiting Staff***

### **Scope**

All programmes at City University London

### **Date approved/re-approved**

Last published in November 2010

Re-approved in July 2016

### **Date for review**

To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required.

### **To be read in conjunction**

Programme Approval Policy in Section 3 of the Quality Manual.

1

## **Equality and Diversity statement**

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

## **Appointment of Visiting Staff**

Prospective Visiting Appointees are required to complete an application form/CV and attend a formal interview. In the case of visiting professors who do not already hold professorial appointments, supporting statements from two external assessors are also required. Successful appointees will be entered on to the School or Department's list of "Accredited Visiting Lecturers and Tutors".

Before the period of the contract commences, the Visiting Appointee will be given the opportunity of discussing the contract personally with a senior member of staff able to speak on the authority of the University.

New visiting appointees are invited to attend the Induction Programme organised by the University.

Visiting staff with teaching responsibilities are required to demonstrate competence prior to appointment, for example by giving a lecture or presentation (Senate 191.29, June 1999). The reappointment of visiting staff should be conditional upon them demonstrating ability in the position, for example completing some form of assessment satisfactorily (Senate 157.23, June 1992).

The following types of visiting staff have been identified (Senate 102.7, December 1982):

- *Visiting professor*: for those who have achieved distinction in their profession
- *Visiting Senior Fellow*: equivalent to Senior Lecturer/Reader
- *Visiting Fellow*: equivalent to Lecturer/Research Fellow (predominantly research appointment).
- *Visiting Lecturer*: equivalent to Lecturer (predominantly teaching appointment).
- *Visiting Scholar*: normally status below that of lecturer e.g. research assistant.
- *Honorary positions*: unpaid appointments

Heads of Department or equivalent will interview candidates for visiting appointments and ensure that this includes a process that can demonstrate competence of the candidate for a teaching role. Heads of Department also liaise with HR over the production of contracts and address the development needs of visiting staff.

All visiting staff appointments are made in accordance with the relevant employment legislation.

Board of Studies will approve the appointment of honorary non-professional visiting staff and recommend to Senate the appointment of honorary professorial visiting staff.

Senate approval is required for the appointment of Honorary Visiting Professors. Other visiting appointments should be sent directly to Human Resources.

Human Resources produces contracts for visiting staff, provides guidance on visiting staff appointments and maintain records of visiting staff appointments.

